



KHPA Mental Health Prescription Drug Advisory Committee Charter (12-22-08)

At the November 2008 Board meeting, the appointment of the Mental Health Prescription Drug Advisory Committee was endorsed, which would be created to provide guidelines and establish safety criteria for the prescribing of mental health drugs in the Medicaid, MediKan and State Children's Health Insurance programs. This Charter outlines the role and structure, rotation and term limits for members, meeting logistics, and Board presentations for the Advisory Committee.

Purpose: The Mental Health Prescription Drug Advisory Committee will be responsible for the following tasks:

- Development of prescribing guidelines for selected classes of mental health drugs
- Establishment of criteria to address safety concerns associated with the prescribing of mental health drugs
- Review of selected classes of mental health drugs to confirm therapeutic equivalence
- Consideration of establishing a Preferred Drug List for mental health drugs
- Consideration of recommending Prior Authorization (PA) criteria for mental health drugs

Membership: Nominations for the Advisory Committee will be reviewed by KHPA staff, with final membership approved by the KHPA Board. Determination of membership will be based on qualifications and experience in mental health care services; membership will include mental health professionals as well as consumers of mental health services.

Structure: The Advisory Committee will consist of 12 to 15 members and will make recommendations to the Drug Utilization Review Board and the KHPA Board on matters of mental health pharmacy management (the KHPA Board serving as the regulatory body approving DUR Board recommendations per federal and state law). The Advisory Committee will coordinate with KHPA staff regarding the logistics and communication of the committee.

Rotation and Term Limits: Recommended term limits for Advisory Committee members is two years, with membership rotation occurring every two years, effective June 1st of those years. If the committee membership decreases to 10 due to turnover, absenteeism, etc., then additional seats will be filled by means of a public nomination process which will be made available on the KHPA website.

Meeting Logistics: Meeting schedule and location will be determined at the initial Advisory Committee meeting, but it is recommended the meetings be held in Topeka. All meetings will be open to the public. Attendance can be arranged via teleconference call if necessary. Meeting materials will be posted on the KHPA website within one week of each Advisory Committee meeting.

Presentations to the KHPA Board: The committee will be staffed by KHPA staff who will provide regular updates and progress reports to the KHPA Board. The chairperson will be asked to present interim recommendations and final recommendations to the Board based on the timeframe outlined by the Board. As previously stated, it is recommended that the Advisory Committee meet in the Topeka area to allow for KHPA staff support.

Reimbursement of Meeting Expenses: If requested, committee members will be reimbursed for travel expenses to include personal mileage, parking and turnpike expenses while attending a committee meeting, in accordance with K.S.A. 75-3212 and the State of Kansas Dept of Administration Handbook.

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